

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment Explanation <i>(Show any positions replaced)</i>		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location <b>ORLANDO, FL</b>	5. Duty Station <b>ORLANDO, FL</b>	1. Agency Position No. <b>13246</b>
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		6. OPM Certification No.	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> SES (Gen.) <input type="checkbox"/> SES (CR) <input type="checkbox"/>		11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
		12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive		13. Competitive Level Code <b>11AE</b>	
				14. Agency Use	

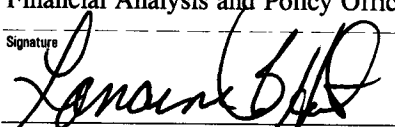
15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	<b>Budget Analyst</b>	<b>GS</b>	<b>0560</b>	<b>11</b>		
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position <i>(if different from official title)</i> <b>Budget Analyst</b>	17. Name of Employee <i>(if vacant, specify)</i>
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18. Department, Agency, or Establishment <b>Department of the Army (DA)</b>	c. Third Subdivision <b>Finance Directorate</b>
a. First Subdivision <b>ASC</b>	d. Fourth Subdivision <b>Finance-Matrix Division</b>
b. Second Subdivision <b>PEO STRI</b>	e. Fifth Subdivision

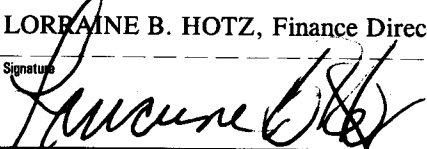
19. Employee review - This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee <i>(optional)</i>
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20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor <b>TRACEY L. HADLEY</b> Financial Analysis and Policy Officer	b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>
Signature 	Signature
Date <b>11/22/04</b>	Date

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5 U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position  
**USOPM PCS for Budget Analyst Series, GS-0560; TS-98, Aug90, USOPM AAGES, TS 98 Aug 90.**

Typed Name and Title of Official Taking Action <b>LORRAINE B. HOTZ, Finance Director</b>	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature 	
Date <b>11/22/04</b>	

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks  
This is a developmental position training to the full performance level of PD #NL11661. The duties assigned prepare the employee for full performance in the career ladder; are performed under closer supervision, and are commensurate with the grade for the position. Promotion is based on satisfactory performance, recommendation of the supervisor, the availability of funds, and work at the higher level. This is not a complete description without the full performance level PD #NL11661 attached. **NON-CRITICAL ACQUISITION POSITION:** The employee must meet DoD 5000.52-M requirements applicable to the duties of the position. BUS: 7777

25. Description of Major Duties and Responsibilities *(See Attached)*